

PEORIA AREA WATER WIZARDS, INC.



REGISTRATION POLICIES HANDBOOK

Head Coach: Derek Amerman

Derek.Amerman@pawwswim.org

Registration Administrator: Brenda Buley

Brenda.Buley@pawwswim.org

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MEMBERSHIP AGREEMENT & PAYMENT POLICY

GENERAL: Peoria Area Water Wizards (PAWW) is a non-profit, 501(c)(3), parent-governed team that relies on program fees, fundraising and swim meet income to pay for pool time, coaches, and team administration. Each PAWW family has an ownership responsibility in the team. The PAWW Board of Directors, elected by the general membership, are responsible for establishing policies and procedures that protect the team's long term financial stability while meeting its short-term obligations. The Board may also publish policies and procedures to provide guidance to the Head Coach, employees, and key volunteers.

AGREEMENT: With my payment of the swimmer registration fee entitling my designated child or children to participate in the competitive swim program of the PAWW, I agree to abide by the regulations and policies of PAWW as set forth by the club. I understand that it is my responsibility to read and familiarize myself with all the following rules and regulations as well as information contained on the club's website. Specifically, I agree to adhere to the following established payment policies:

PROGRAM DUES: Although all program dues and fees are considered due prior to the start of each swimming season, PAWW accommodates families by offering two payment plan options. Program dues are charged to your Team Unify account on the first business day of each month as agreed to when you register for PAWW on Team Unify.

- A \$25 late charge will be assessed if dues are not collected by the 15th of the month after the billing cycle. Payments are expected to be set up on the PAWW Team Unify site, to allow for a monthly charge to a debit card, credit card, or electronic funds transfer (EFT) from a deposit account.
- A one-time check payment will be accepted at the start of the season. The payment should cover the costs of practice fees, registration fees, USA Swimming membership fees, and any meet fees you would like to prepay for the season. The check payment must be received and applied to your account before you can register your swimmer for the season. If you would like to take advantage of this, please contact the team administrator at brenda.buley@pawwsim.org.
- Checks that are returned from the bank as non-negotiable are assessed with a returned check charge of \$40. If there are two checks returned from the bank within a one-year period, no further checks will be accepted from the customer unless the checks are certified, until there is an acceptable payment history for a further one-year period.
- All payments via credit card will be charged a credit card processing fee. This charge is non-refundable.
- All program dues and fees will be charged on the first day of the month, according to the selected payment option. Invoices are automatically generated on the 1st of the month and are viewable at any time in the member area of the PAWWs website. Monthly invoices include program dues for the current month, merchandise purchased through PAWW, and meet entry fees incurred the previous month. The monthly invoice will detail all charges (including dues, registration fees, swim meet fees, other team related fees, etc.)

PAYMENT OPTIONS: PAWW offers two commitment options and payment options to our swimmers, for both the Short Course Yardage (SCY) and Long Course Meter (LCM) seasons:

- **SEASONAL COMMITMENT** – this option offers discounted seasonal and monthly program dues and fees payments to our swimmers but requires a commitment to pay for the entire amount of the season program dues, including all scheduled installments. The monthly payment plan option

does not reduce or diminish PAWW's entitlement to the entire seasonal program dues amount. Regardless of whether a swimmer leaves the PAWW program, at any time during a given season, PAWW's policy is not to reimburse program dues or fees. Further, if a swimmer leaves the PAWW program, while enrolled in the Season Commitment option, all monthly program dues outstanding, plus all unbilled monthly program dues, through the end of the current season, shall become immediately due and payable to PAWW. The only exception to this policy that will be considered is based on documented medical problems. Exceptions are subject to formal Board approval.

- Families requesting reimbursement because of a medical condition must demonstrate that a swimmer is unable to participate in swimming activities because of a diagnosed medical condition. The request must include medical documents that clearly demonstrate that a swimmer is unable to swim or that a certified medical professional recommends the child should not swim. These requests will be prorated from the date that PAWW was notified of the medical condition.
- PAWW swimmers enrolled in the Season Commitment option are expected to pay for the entire amount of all seasonal dues and fees, including all monthly installments, regardless of the month the swimmer registers or joins team practices.
- Swimmers enrolled in the Season Commitment option may not switch to the Monthly Commitment option during a given season.
- **MONTHLY COMMITMENT** - this option offers greater flexibility but requires higher seasonal and monthly program dues. A swimmer enrolled in the monthly commitment option may take time off for any given month, during a season. No monthly dues will be charged during the approved Notice of Absence month, providing a PAWW Notice of Absence form is submitted no later than the 20th of the month to avoid being charged for the following month. Each Notice of Absence form is subject to the approval of the Head Coach. The Notice of Absence form may be found on the PAWW website.
 - Swimmers enrolled in the Monthly Commitment option may not switch to the Season Commitment option during a given season.

PAWW DOES NOT PRORATE FEES FOR PARTIAL MONTHS. If you swim one day out of the month, you are billed for the entire month, regardless of the commitment option enrolled in. Further, team members are billed for monthly dues whether they attend practices or not.

USA & ILLINOIS SWIMMING REGISTRATION FEE: An annual USA Swimming membership registration fee is required of all competitive team swimmers. Registration fees are per calendar year (Jan-Dec.). Fees for swimmers joining PAWW in the last quarter of any calendar year will apply to the subsequent year. This fee is billed annually to returning swimmers on the September billing cycle. For new members, this fee is billed when you join and every September thereafter. USA swimming registration is a non-refundable fee.

PAWW REGISTRATION FEE: Swimmers (White through High Performance) joining or re-joining the team will be charged a team registration fee once per swim calendar year. PAWW registration fees are non-refundable.

PERPETUAL SWIM PROGRAM: PAWW is an ongoing swim program. Membership will continue, throughout the swimmer's enrolled season commitment option (SCY or LCM), until PAWW receives a Notice of Intent to Quit Form.

WITHDRAWAL: NOTICE OF INTENT TO QUIT FORM is available online at www.pawwswim.org. Notice to Intent to Quit Forms must be submitted no later than the 20th of the month to avoid being charged for the following month.

- Important Notice - For swimmers enrolled in the Season Commitment option, a filed Notice of Intent to Quit Form does not release the financial obligation for each swimmer to pay all outstanding, and unbilled program dues installments through the end of the current season. Any remaining dues payments through the end of the current season shall become immediately due and payable when the Notice of Intent to Quit Form is filed.
- A swimmer who elects to withdraw will remain subject to all registration fees, all meet fees, late fees, and monthly dues balances outstanding, regardless of the season commitment option the swimmer is enrolled in. There are no refunds and no exceptions.
- If a swimmer elects to withdraw at any point in the season, the swimmer will not be allowed to rejoin the team during the same season.
- Phone notification and/or email without a Notice to Intent to Quit Form is not a valid form of Notification.

TERMINATING MEMBERSHIP: PAWW reserves the right to terminate the membership of any member whose actions are considered detrimental to PAWW's welfare as set forth in the team policies.

NEW TEAM SWIMMERS: are offered a two-week trial. If a swimmer discontinues during the trial, a full refund will be issued, except for fees paid to USA Swimming.

DELINQUENT ACCOUNTS:

- Members with accounts more than 60 days past due: Families are not permitted to register their swimmer(s), for any upcoming PAWW swim season, or for swim meets, or purchase merchandise on account. Their swimmer(s) may not participate in swim meets. Their swimmer(s) may no longer participate in any PAWW activities. Swimmers are not permitted to attend practices. Please do not put our coaches in a position where they must excuse a swimmer from practice because an account is not paid.
- The club also has the right to require all merchandise purchases and meet fees be paid prior to ordering the merchandise or entering the meet for accounts that are historically Delinquent.
- Members who leave the club and do not close their balance within 30 days will be subject to legal collections and may be barred from USA Swimming membership.
- The club wants to ensure the swimming experience is available to all in a positive environment. If you are having financial difficulties and want to make arrangements for alternative payment schedules, please contact the club's admin at brenda.buley@pawwswim.org.

MEDICAL RELEASE WAIVER

I certify that I am the parent or legal guardian for my child(ren). I hereby give my permission to any supervisor, coach or other team administrator associated with the Peoria Area Water Wizards to seek and give appropriate medical attention for our child(ren) in the event of accident, injury, illness. I will be responsible for all costs associated with any necessary medical attention and/or treatment.

I hereby waive, release, and forever discharge Peoria Area Water Wizards and associated supervisor, coach or other team administrator from all rights and claims for damages, injury, loss to person or

property which may be sustained or occur during participation in Peoria Area Water Wizards activities, whether damages or loss is due to negligence. I hereby acknowledge that my child(ren) is (are) physically fit and capable of participating in all Swim Team activities.

RELEASE OF LIABILITY WAIVER

In consideration of being allowed to participate in any way in a PAWW Inc program, its related events, and activities, I, _____, the undersigned, acknowledge, appreciate, and agree that:

1. The risk of injury from the activities involved in this program is significant, including the potential for permanent paralysis and death, and while skills, equipment, and personal discipline may reduce this risk, the risk of significant injury does exist;
2. Knowingly and freely assume all such risks, both known and unknown, even if arising from the negligence of the releases or others and assume full responsibility for my participation with PAWW Inc.
3. I willingly agree to comply with the stated and customary terms and conditions for participation. If, however, I observe any unusual significant hazard during my presence or participation, I will remove myself from participation and bring such to the attention of PAWW Inc immediately.
4. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, hereby release, indemnify, and hold harmless the organization PAWW Inc, their officers, officials, agents and/or employees, other participants, sponsoring agencies, sponsors, advertisers, and, if applicable, owners and lessors of premises used for the activity ("Releasees"), with respect to any and all injury, disability, death, illness from any and all infectious disease, or loss or damage to person or property whether arising from the negligence of the releases or otherwise, to the fullest extent permitted by law.

SEASONAL VOLUNTEER AGREEMENT

SHORT COURSE VOLUNTEER AGREEMENT

During the short course season, each family is required to volunteer for two sessions during a PAWW hosted, Illinois Swimming sanctioned swim meet.

Periodically, PAWW will also offer other volunteer opportunities that will count toward required volunteer hours.

VOLUNTEER OPT-OUT AT REGISTRATION

- During the registration process for the season, each family will have the opportunity to choose whether they are willing to fulfill the volunteer agreement.
- If a family chooses the Opt-Out option during the registration process, they will be charged a volunteer fee of \$200 for the current season.
- Any family that does not pay the volunteer fee during registration and does not meet the volunteer requirements will be charged a fee of \$200 at the end of the season.

TEAM HOSTED SWIM MEETS

- Job Listings will be posted to www.pawwswim.org at least four weeks prior to the first day of the meet.
- As a parent of a PAWW swimmer(s), each family will volunteer to work at least two sessions during the current season.

- This expectation exists regardless of a swimmer's participation in meets.

TIMING AT AWAY MEETS

- Sometimes, PAWW must provide parent timers at away meets. If you volunteer at an away meet during the short course season, **this WILL NOT count as having worked a session.**

LONG COURSE VOLUNTEER AGREEMENT

During the long course season, each family is required to volunteer for two sessions during a PAWW hosted, Illinois Swimming sanctioned swim meet.

Periodically, PAWW will also offer other volunteer opportunities that will count toward required volunteer hours.

VOLUNTEER OPT-OUT AT REGISTRATION

- During the registration process for the season, each family will have the opportunity to choose whether they are willing to fulfill the volunteer agreement.
- If a family chooses the Opt-Out option during the registration process, they will be charged a volunteer fee of \$200 for the current season.
- Any family that does not pay the volunteer fee during registration and does not meet the volunteer requirements will be charged a fee of \$200 at the end of the season.

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- Job Listings will be posted to www.pawwswim.org at least four weeks prior to the first day of the meet.
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- This expectation exists regardless of a swimmer's participation in meets.

TIMING AT AWAY MEETS

- Sometimes, PAWW must provide parent timers at away meets. If you volunteer at an away meet during the long course season, **this WILL count as having worked a session.**

CODE OF CONDUCT AGREEMENT

STATEMENT OF UNDERSTANDING

All youth members and their parents or guardians are required to sign the code of conduct as a condition of participation, with further understanding that serious misconduct or infractions of established rules and regulations may result in suspension and/or expulsion from the team without refund of dues, and with possible incurred expenses. All members are responsible for themselves and the actions of family members at our home pool and at other pools while the member or family member is representing the Peoria Area Water Wizards. All youth and adult members, and their guests are expected to abide by the Code of Conduct as follows:

PARENTS WILL...

- be responsible for their swimmer's behavior when they are not on deck at a practice or meet.
- practice teamwork with all parents, swimmers, and coaches by supporting the values of Discipline, Loyalty, Commitment, and Hard Work.

- demonstrate good sportsmanship by conducting themselves in a manner that earns the respect of their child, other swimmers, parents, officials, and coaches.
- enjoy involvement with the club by supporting swimmers, coaches, and other parents with positive communication and actions.
- follow proper communication channels, at appropriate times.
- abide by the rules of The Peoria Area Water Wizards, Illinois Swimming Inc, and USA Swimming.

SWIMMERS WILL...

- set a good example by attending all practices and meets with a positive attitude and always demonstrating good sportsmanship.
- show respect for their teammates and coaches by listening to instructions, following directions, and not distracting others.
- abide by all safety rules and rules of host teams/facilities. This includes no running on the deck, proper entry into the pool, no "horseplay" in the pool, on the deck, or in the locker rooms.
- understand that the use, possession, or consumption of alcoholic beverages, illegal drugs, or tobacco products is prohibited.
- understand that fighting, swearing, cheating, stealing, and dishonesty are prohibited.
- demonstrate respect for the personal property of others, that of the team, and schools.
- not challenge coaches, referees, or officials' decisions, and follow proper channels for communication.
- not be involved in harassment or hazing of any swimmer, coach, official, or spectator.
- abide by the rules of The Peoria Area Water Wizards, Illinois Swimming Inc, and USA Swimming.

SAFE SPORT

PAWW Policies are updated on an ongoing basis with an emphasis on meeting USA Swimming Safe Sport Guidelines. Policies are posted to our website and available to review to registered members. We print a formal policy handbook, upon request, but also include all pertinent policies to our Registration platform, which requires parent acknowledgment. Policies currently include the following:

Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017

On February 14, 2018, Senate bill S. 534 – Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017 – was signed into law and became effective immediately.

The legislation amends the Victims of Child Abuse Act of 1990 and the Amateur Sports Act of 1978 and, among other things: (i) extends reporting duties; (ii) expands civil remedies; and (iii) designates the United States Center for SafeSport (the “Center”) to serve as the independent national safe sport organization.

Information regarding the legislation is available here: <http://safesport.org/files/details/72>.

Notably, the legislation requires USA Swimming and its adult members to report suspected child abuse, including sexual abuse, to local or federal law enforcement or to a child-welfare agency designated by the Justice Department within 24 hours. Failure to report is subject to criminal penalties.

Additionally, and pursuant to Article 306 of USA Swimming's Rules, all USA Swimming Covered Individuals (as defined by the Center: <http://safesport.org/files/details/27>) must report to the Center conduct that could constitute (a) sexual misconduct, (b) misconduct that is related to the underlying allegation of sexual misconduct and (c) retaliation related to an allegation of sexual misconduct.

Further information regarding how to report to the Center is available here: <https://safesport.org/report-a-concern>.

Information regarding USA Swimming's reporting requirements is available here: <https://usaswimming.org/utility/landing-pages/governance-lsc/rules-regulations>.

For more information about USA Swimming Safe Sport Program, or if you have any feedback, comments, or suggestions, please email us at: safesport@usaswimming.org.

CONCUSSION INFORMATION

This information sheet is provided to assist you and your child in recognizing the signs and symptoms of a concussion. Every athlete is different and responds to a brain injury differently, so seek medical attention if you suspect your child has a concussion. Once a concussion occurs, it is very important your athlete returns to normal activities slowly, so he/she does not do more damage to his/her brain.

WHAT IS A CONCUSSION? A concussion is an injury to the brain that may be caused by a blow, bump, or jolt to the head. Concussions may also happen after a fall or hit that jars the brain. A blow elsewhere on the body can cause a concussion even if an athlete does not hit his/her head directly. Concussions can range from mild to severe.

SIGNS AND SYMPTOMS OF A CONCUSSION: Athletes do not have to be "knocked out" to have a concussion. In fact, less than 1 out of 10 concussions result in loss of consciousness. Concussion symptoms can develop right away or up to 48 hours after the injury. Ignoring any signs or symptoms of a concussion puts your child's health at risk!

SIGNS OBSERVED BY COACHES, OFFICIALS, PARENTS OR GUARDIANS: Appears dazed, stunned, or confused; unsure about event location or name of meet; moves clumsily; answers questions slowly; loses consciousness (even briefly); shows behavior or personality changes – irritability, sadness, nervousness, emotional; cannot recall events before or after an incident.

SYMPTOMS REPORTED BY ATHLETE: Any headache or "pressure" in head - how badly it hurts does not matter; nausea or vomiting; balance problems or dizziness; double or blurry vision; sensitivity to light and/or noise; feeling sluggish, hazy, foggy, or groggy; concentration or memory problems; confusion; does not "feel right;" trouble falling asleep; sleeping more or less than usual.

CONCUSSION INFORMATION SHEET: Be Honest Encourage your athlete to be honest with you, his/her coach, and your health care provider about his/her symptoms. Many young athletes get caught up in the moment and/or feel pressured to return to sports before they are ready. It is better to miss practice or meets than the entire season... or risk permanent damage!

SEEK MEDICAL ATTENTION RIGHT AWAY: Seeking medical attention on the day of the event is an important first step if you suspect or are told your swimmer has a concussion. A qualified health care professional will be able to determine how serious the concussion is and when it is safe for your child to return to sports and other daily activities.

No athlete should return to activity on the same day he/she gets a concussion. No athlete may return to training, regardless of the sport, until he/she is cleared by a healthcare professional with a note specifying clearance. Athletes should NEVER return to the pool if they still have ANY symptoms...in case an athlete returns with a note and then during the practice complains of a headache or other symptoms parents and coaches should never pressure any athlete to return to play.

THE DANGERS OF RETURNING TOO SOON: Returning to the pool too early may cause Second Impact Syndrome (SIS) or Post-Concussion Syndrome (PCS). SIS occurs when a second blow to the head happens before an athlete has completely recovered from a concussion. This second impact causes the brain to swell, possibly resulting in brain damage, paralysis, and even death. PCS can occur after a second impact. PCS can result in permanent, long-term concussion symptoms. The risk of SIS and PCS is the reason no athlete should be allowed to participate in any physical activity before they are cleared by a qualified healthcare professional.

RECOVERY: A concussion can affect school, work, and sports. Along with coaches and teachers, the school nurse, athletic trainer, employer, and other school administrators should be aware of the athlete's injury and their roles in helping the child recover. During the recovery time after a concussion, physical and mental rest is required. A concussion upsets the way the brain normally works and causes it to work longer and harder to complete even simple tasks. Activities that require concentration and focus may make symptoms worse and cause the brain to heal slower. Studies show that children's brains take several weeks to heal following a concussion.

RETURNING TO DAILY ACTIVITIES

- Be sure your child gets plenty of rest and enough sleep at night – no late nights. Keep the same bedtime on weekdays and weekends.
- Encourage daytime naps or rest breaks when your child feels tired or worn-out.
- Limit your child's activities that require a lot of thinking or concentration (including social activities, homework, video games, texting, computers, driving, job-related activities, movies, parties). These activities can slow the brain's recovery.
- Limit your child's physical activity, especially those activities where another injury or blow to the head may occur.
- Have your qualified health care professional check your child's symptoms at various times to help guide recovery.

RETURNING TO SCHOOL

- Your athlete may need to initially return to school on a limited basis, for example for only half-days, at first. This should be done under the supervision of a qualified health care professional.
- Inform teacher(s), school counselor or administrator(s) about the injury and symptoms. School personnel should be instructed to watch for:
 - Increased problems paying attention.
 - Increased problems remembering or learning new information.
 - Longer time needed to complete tasks or assignments.
 - Greater irritability and decreased ability to cope with stress.
 - Symptoms worsen (headache, tiredness) when doing schoolwork.
- Be sure your child takes multiple breaks during study time and watch for worsening of symptoms.
- If your child is still having concussion symptoms, he/she may need extra help with school-related activities. As the symptoms decrease during recovery, the extra help can be removed gradually.

RETURNING TO THE POOL

- Returning to the pool is specific for each person. As an example, California law requires written permission from a health care provider before an athlete can return to play. Follow instructions and guidance provided by a health care professional. It is important that you, your child, and your child's coach follow these instructions carefully.
- Your child should NEVER be on deck, practice, or participate in competition if he/she still has ANY symptoms. (Be sure that your child does not have any symptoms at rest and while doing any physical activity and/or activities that require a lot of thinking or concentration).
- Be sure that the athletic trainer, coach, and physical education teachers are aware of your child's injury and symptoms.
- Your athlete should complete a step-by-step exercise-based progression, under the direction of a qualified healthcare professional.

RESOURCES:

- Insurance - USA Swimming provides an excess accident medical insurance policy through Mutual of Omaha for USA Swimming members while participating or volunteering in a USA Swimming sponsored or sanctioned event. Details of the insurance coverage are on the USA Swimming website under Insurance and Risk Management.
- Centers for Disease Control and Prevention - www.cdc.gov/Concussion
- Zurich Concussion Conference (2012) - Consensus statement on concussion in sport: the 4th International Conference on Concussion in Sport held in Zurich, November 2012. <http://bjsm.bmj.com/content/47/5/250.full>
- ODH Violence and Injury Prevention Program - www.healthyohiprogram.org/concussion
- The National Federation of State High School Associations - www.nfhs.org – Index concussions and see “A parent's guide to concussion in sports.”

ANTI-BULLYING AGREEMENT

Bullying behavior of any kind is unacceptable at the Peoria Area Water Wizards Club and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Club is committed to providing a safe, caring, and friendly environment for all our members. If bullying does occur, incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, team manager or board member.

OBJECTIVES OF THE CLUB'S ANTI-BULLYING POLICY: IS TO...

- Make it clear that the Club will not tolerate bullying in any form.
- Define bullying and educate all coaches, swimmers, parents, and board members about the types of behavior that constitute bullying.
- Inform all coaches, swimmers, and parents that there is a policy and protocol, should any bullying issues arise.
- Make clear the responsibility of all Club members to report bullying.
- Spread the word that the Club takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

WHAT IS BULLYING?

The USA Swimming Code of Conduct defines bullying in 304.3.7. Bullying is the severe or repeated use by one or more USA Swimming members (“Members”) of oral, written, electronic or other technological

expression, image, sound, data, or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member that to an objective person has the effect of:

- Causing physical or emotional harm to the other Member or damage to the other Member's property.
- Placing the other Member in reasonable fear of harm to himself/herself or of damage to his/her property.
- Creating a hostile environment for the other Member at any USA Swimming activity.
- Infringing on the rights of the other Member at any USA Swimming activity; or
- Materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts, and other events of a member club or LSC).

REPORTING PROCEDURE

An athlete who feels that he or she has been bullied should do one or more of the following things:

- Talk to his or her parents.
- Talk to a Club coach, Board member or other designated individual.
- Write a letter or email to a Club coach, Board member or other designated individual.
- Make a report to the USA Swimming Safe Sport staff.

There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate club leadership as soon as possible to stop the bullying behavior as soon as possible and to make sure that memories are fresh, and behavior can be accurately recalled.

HOW WE HANDLE BULLYING

If bullying is occurring during team-related activities, we STOP BULLYING ON THE SPOT using the following steps:

- Intervene immediately. It is ok to get another adult to help.
- Separate the kids involved.
- Make sure everyone is safe.
- Meet any immediate medical or mental health needs.
- Stay calm. Reassure the kids involved, including bystanders.
- Model respectful behavior when you intervene.

If bullying is occurring at our club or it is reported to be occurring at our club, we address the bullying by **FINDING OUT WHAT HAPPENED** and **SUPPORTING THE KIDS INVOLVED** using the following approach:

FINDING OUT WHAT HAPPENED

First, we get the facts.

- Keep all the children involved separate.
- Get the story from several sources, both adults and kids, and gather all available information regarding the circumstances under which the incident occurred.
- Listen without blaming.
- Do not call the act "bullying" while you are trying to understand what happened.

Then, we determine if it is bullying. There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.

- Review the USA Swimming definition of bullying.
- To determine if the behavior is bullying or something else, consider the following questions: What is the history between the kids involved? Have there been past conflicts? Is there a power imbalance? Remember that a power imbalance is not limited to physical strength and can include things like the “popularity” of the kids involved. Has this happened before? Is the child worried it will happen again?
- Remember that it may not matter “who started it.” Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
- Once you have determined if the situation is bullying, support all the kids involved.

SUPPORTING THE KIDS INVOLVED

Support the kids who are being bullied...

- Listen and focus on the child. Learn what has been going on and show you want to help. Assure the child that bullying is not their fault.
- Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input. It may help to:
 - Ask the child being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out. For example, consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the child who is bullied should not be forced to change.
 - Develop a game plan. Maintain open communication between the Club and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
- Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

Address bullying behavior...

- Make sure the child who engaged in bullying behavior understands why his or her behavior is unacceptable. Young people who bully must learn their behavior is wrong and harms others.
- Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing a problem.
- Work with the child to understand some of the reasons he or she is bullied. For example:
 - Sometimes children bully to fit in or to make fun of someone who is different from them. In other words, there may be some insecurity involved.
 - Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may need additional support.
- Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can: Write a letter apologizing to the athlete who was bullied. Do a good deed for the person who was bullied, for the Club, or for others in your community. Clean up, repair, or pay for any property they damaged.
- Avoid strategies that do not work or have negative consequences: Zero tolerance or “three strikes, you’re out” are unsuccessful strategies. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence. Similarly, conflict resolution and peer mediation often do not work for bullying. Bullying is not a conflict between

people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.

- Follow-up. After the bullying issue is resolved, continue finding ways to help the child who is bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.

Support bystanders who witness bullying. Every day, kids witness bullying. They want to help, but do not know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening:

- Be a friend to the person being bullied.
- Tell a trusted adult – your parent, coach, or club board member.
- Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else or offer a way for the target to get out of the situation. “Let’s go, practice is about to start.”
- Set a good example by not bullying others.
- Do not give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.

MINOR ATHLETE ABUSE PREVENTION AGREEMENT

THIS POLICY APPLIES TO

- All USA Swimming non-athlete members and adult athlete members.
- Participating non-members (e.g., meet marshals, meet computer operators, timers, etc.).
- LSC and club adult staff and board members; and
- Any other adult authorized to have regular contact with or authority over minor athletes. Collectively “Applicable Adult(s)”

GENERAL REQUIREMENT

USA Swimming member clubs and LSCs are required to implement this Minor Athlete Abuse Prevention Policy in full. The Minor Athlete Prevention Policy must be reviewed and agreed to in writing by all athletes, parents, coaches, and other non-athlete members of member clubs annually with such written agreement to be retained by the club.

ONE-ON-ONE INTERACTIONS

Observable and Interruptible: One-on-one interactions between a minor athlete and an Applicable Adult (who is not the minor’s legal guardian) must occur at an observable and interruptible distance from another adult unless meeting with a Mental Health Care Professional and/or Health Care Provider (see below) or under emergency circumstances.

- **Meetings:** a. Meetings between a minor athlete and an Applicable Adult may only occur if another adult is present and where interactions can be easily observed and at an interruptible distance from another adult, except under emergency circumstances. b. If a one-on-one meeting takes place, the door to the room must remain unlocked and open. If available, it must occur in a room that has windows, with the windows, blinds, and/or curtains remaining open during the meeting. c. Meetings must not be conducted in an Applicable Adult or athlete’s hotel room or other overnight lodging location during team travel.

- **Meetings with Mental Health Care Professionals and/or Health Care Providers:** If a Mental Health Care Professional and/or Health Care Provider meets with a minor athlete in conjunction with participation, including at practice or competition sites, a closed-door meeting may be permitted to protect patient privacy provided that: a. The door remains unlocked, b. Another adult is present at the facility, c. The other adult is advised that a closed-door meeting is occurring; and d. Written legal guardian consent is obtained in advance by the Mental Health Care Professional and/or Health Care Provider, with a copy provided to the club.
- **Individual Training Sessions:** Individual training sessions outside of the regular course of training and practice between Applicable Adults and minor athletes are permitted if the training session is observable and interruptible by another adult. Legal guardians must be allowed to observe the training session.

SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS

- **Content:** All electronic communication from Applicable Adults to minor athletes must be professional in nature.
- **Open and Transparent:** Absent emergency circumstances, if an Applicable Adult with authority over minor athletes needs to communicate directly with a minor athlete via electronic communications (including social media), the minor athlete's legal guardian must be copied. If a minor athlete communicates to the Applicable Adult (with authority over the minor athlete) privately first, said Applicable Adult must copy the minor athlete's legal guardian on any electronic communication response to the minor athlete. When an Applicable Adult with authority over minor athletes communicates electronically to the entire team, said Applicable Adult must copy another adult.
- **Requests to Discontinue:** Legal guardians may request in writing that their minor athlete not be contacted through any form of electronic communication by the club, LSC or by an Applicable Adult subject to this Policy. The organization must abide by any such request that the minor athlete not be contacted via electronic communication, or included in any social media post, absent emergency circumstances.
- **Hours:** Electronic communications must only be sent between the hours of 8:00 a.m. and 8:00 p.m., unless emergency circumstances exist, or during competition travel.
- **Prohibited Electronic Communication:** Applicable Adults with authority over minor athletes are not permitted to maintain private social media connections with unrelated minor athletes and such Applicable Adults are not permitted to accept new personal page requests on social media platforms from minor athletes, unless the Applicable Adult has a fan page, or the contact is deemed as celebrity contact as opposed to regular contact. Existing social media connections with minor athletes must be discontinued. Minor athletes may "friend" the club and/or LSC's official page. Applicable Adults with authority over minor athletes must not send private, instant, or direct messages to a minor athlete through social media platforms.

TRAVEL

- **Local Travel:** Local travel consists of travel to training, practice and competition that occurs locally and does not include coordinated overnight stay(s). Applicable Adults must not ride in a vehicle alone with an unrelated minor athlete, absent emergency circumstances, and must always have at least two minor athletes or another adult in the vehicle, unless otherwise agreed to in writing by the minor athlete's legal guardian. Legal guardians must pick up their minor athlete first and drop off their minor athlete last in any shared or carpool travel arrangement.

- **Team Travel:** Team travel is travel to a competition or other team activity that the organization plans and supervises. a. During team travel, when doing room checks two-deep leadership (two Applicable Adults should be present) and observable and interruptible environments must be maintained. When only one Applicable Adult and one minor athlete travel to a competition, the minor athlete's legal guardian must provide written permission in advance and for each competition for the minor athlete to travel alone with said Applicable Adult. Team Managers and Chaperones who travel with the club or LSC must be USA Swimming members in good standing. b. Unrelated non-athlete Applicable Adults must not share a hotel room, other sleeping arrangement or overnight lodging location with an athlete. Minor athletes should be paired to share hotel rooms or other sleeping arrangements with other minor athletes of the same gender and of similar age. When a minor athlete and an adult athlete share a hotel room or other sleeping arrangement, the minor athlete's legal guardian must provide written permission in advance and for each instance for the minor to share a hotel room or other sleeping arrangement with said adult athlete. c. Meetings during team travel must be conducted consistent with the One-on-One Interactions section of this Policy (i.e., any such meeting must be observable and interruptible). Meetings must not be conducted in an individual's hotel room or other overnight sleeping location.

LOCKER ROOMS AND CHANGING AREAS

- **Requirement to Use Locker Room or Changing Area:** The designated locker room or changing area must be used when an athlete or Applicable Adult changes, in whole or in part, into or out of a swimsuit when wearing just one suit (e.g., deck changing is prohibited).
- **Use of Recording Devices:** Use of any device (including a cell phone's) recording capabilities, including voice recording, still cameras and video cameras in locker rooms, changing areas, or similar spaces by a minor athlete or an Applicable Adult is prohibited.
- **Undress:** An unrelated Applicable Adult must not expose his or her breasts, buttocks, groin, or genitals to a minor athlete under any circumstances. An unrelated Applicable Adult must not request an unrelated minor athlete to expose the minor athlete's breasts, buttocks, groin, or genitals to the unrelated Applicable Adult under any circumstances.
- **One-on-One Interactions:** Except for athletes on the same team or athletes attending the same competition, at no time are unrelated Applicable Adults permitted to be alone with a minor athlete in a locker room or changing area, except under emergency circumstances. If the organization is using a facility that only has a single locker room or changing area, separate times for use by Applicable Adults must be designated.
- **Monitoring:** The club must regularly and randomly monitor the use of locker rooms and changing areas to ensure compliance with this Policy. Locker rooms and changing areas may be monitored using the following methods: a. Conducting a sweep of the locker room or changing area before athletes arrive; b. Posting staff directly outside the locker room or changing area during periods of use; c. Leaving the doors open when adequate privacy is still possible; and/or d. Making occasional sweeps of the locker rooms or changing areas with women checking on female locker rooms and men checking on male locker rooms. Every effort must be made to recognize when a minor athlete goes to the locker room or changing area during practice and competition, and, if the minor athlete does not return in a timely fashion, to check on the minor athlete's whereabouts.

- **Legal Guardians in Locker Rooms or Changing Areas:** Legal guardians are discouraged from entering locker rooms and changing areas. If a legal guardian does enter a locker room or changing area, it must only be a same-sex legal guardian and the legal guardian should notify a coach or administrator in advance.

MASSAGES AND RUBDOWNS/ATHLETE TRAINING MODALITIES

- **Definition:** In this section, the term “Massage” refers to any massage, rubdown, athletic training modality including physical modalities (e.g., stretching, physical manipulation, injury rehabilitation, etc.) and electronic or instrument assisted modalities (e.g., stim treatment, dry needling, cupping, etc.).
- **General Requirement:** Any Massage performed on an athlete must be conducted in an open and interruptible location and must be performed by a licensed massage therapist or other certified professional. However, even if a coach is a licensed massage therapist, the coach must not perform a rubdown or massage of an athlete under any circumstances.
- **Additional Minor Athlete Requirements:** a. Written consent by a legal guardian must be obtained in advance by the licensed massage therapist or other certified professional, with a copy provided to the club. b. Legal guardians must be allowed to observe the Massage. c. Any Massage of a minor athlete must be done with at least one other adult present and must never be done with only the minor athlete and the person performing the Massage in the room. d. [Recommended] Any Massage of a minor athlete must only occur after a proper diagnosis from a treating physician and be done during care according to the physician’s treatment plan.

ELECTRONIC COMMUNICATION AGREEMENT

The Peoria Area Water Wizards recognizes the prevalence of electronic communication and social media in today’s world. Many of our swimmers use these means as their primary methods of communication. While the Club acknowledges the value of these methods of communication, the Club also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors.

GENERAL CONTENT

All communications between a coach or other adult and an athlete must be professional and to communicate information about team activities. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct. For example, as with any communication with an athlete, electronic communication should not contain references or relate to any of the following:

- drug or alcohol use.
- sexually oriented conversation, sexually explicit language and/or sexual activity.
- the adult’s personal life, social activities, relationship or family issues or personal problems; and/or
- inappropriate or sexually explicit pictures.
- **Note:** Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible, and professional.

Whether one is an athlete, coach, board member or parent, the guiding principle to use in communication is:

- “Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?”

- “Is this something I would be comfortable saying out loud to the intended recipient of my communication in front of the intended recipient’s parents, the coaching staff, the board or other athletes?”
- “Is this something I would be comfortable with if it were on the front page of my local newspaper?”

With respect to electronic communications, electronic communications with swimmers should be **Transparent, Accessible and Professional**.

Transparent: All electronic communication between coaches and athletes should be transparent. Your communication should not only be clear and direct, but also free of hidden meanings, innuendo, and expectations.

Accessible: All electronic communication between coaches and athletes should be considered part of the Club’s records. Whenever possible, include another coach or parent in the communication so that there is no question regarding accessibility.

Professional: All electronic communication between a coach and an athlete should be conducted professionally. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a staff member.

If your communication meets all three of the T.A.P. criteria, then it is likely your method of communication with athletes will be appropriate.

FACEBOOK, INSTAGRAM, BLOGS, AND SIMILAR SITES

Coaches may have personal Facebook (or other social media site) pages, but they are not permitted to have any athlete member of the Club, under the age of 18, join their personal page as a “friend.” A coach should not accept any “friend” request from an athlete, and the coach should remind the athlete that this is not permitted. Coaches and athletes are not permitted to “private message” to each other through Facebook. Coaches and athletes are not permitted to “instant message” each other through Facebook chat or other IM methods.

Coaches are encouraged to set their pages to “private” to prevent athletes from accessing the coach’s personal information.

The Club has an official Facebook page, athletes and their parents can “friend” the Club for information and updates on team-related matters.

TWITTER BEST PRACTICE

The Club has an official Twitter page that coaches, athletes, and parents can follow for information and updates on team-related matters. Coaches are not allowed to follow any athlete member of the Club, under 18, on Twitter. Likewise, athletes are not permitted to follow coaches on Twitter. Coaches and athletes are not permitted to “direct message” to each other through Twitter.

TEXTING

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 7:00 a.m. until 9:00 p.m. (times should be established with consideration of the start of morning practice). Texting shall only be used to communicate information related to team activities.

EMAIL

Athletes and coaches may use email to communicate between the hours of 7:00 a.m. and 9:00 p.m. (times should be established with consideration to the start of morning practice). When communicating with an athlete through email, a parent, another coach, or board member must also be copied.

REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS

An athlete's parents or guardians may request in writing that their child not be contacted by coaches through any electronic communication.

PHOTOGRAPHY AGREEMENT

The Board of Directors has adopted this policy concerning photography at team activities of all types to make it clear to parents and children alike that photographs in sport are common, frequently taken by parents and swimmers we may not know personally, and potentially disruptive to a person's sense of security for themselves and their children. Photography during swim meets can be distracting, unfair to competitors, disruptive and even dangerous. The following policy enhances the model procedure provided by USA Swimming as an alternative. The photography policy is not required by the Safe Sport Program, but aspects of Safe Sport and USA Swimming Rules (adopted 2015, and as amended) will continue to require implementation of rules and policies relating to photography.

PURPOSE

There has been much talk about whether it is safe to have images taken of children participating in sports. While most images will be appropriate and taken in good faith, it is a fact that images can be misused, and children can be put at risk if common-sense procedures are not observed. Also, photography can interfere with the proper running of practices, meets and other team events.

CONSENT AND PARENTAL CONSENT GIVEN UPON REGISTRATION/OPT-OUT FORM

FILING

- Sometimes, PAWW engages in photographing and video recording of its athletes.
- Upon registration with the PAWW, athletes 18 and over, and the parents of athletes under the age of 18 consent to the publishing of photographs, or videos, on PAWW's website, social media platforms, and in other PAWW marketing related materials.
- A swimmer over 18 may refuse to have his or her photographs, or videos, published and a parent or guardian of someone over 18 with a disability, or someone under 18, has a right to refuse to have photographs or videos of his/her athlete published. The exercise of this right of refusal cannot be used as grounds for refusing acceptance into the team or any team event or entry into any competition.
- The form for refusing consent to publish appears at the end of this policy.
- Any parent who refuses consent must email Brenda Buley at brenda.buley@pawswim.org indicating your wish to not have your swimmer photographed or published and must indicate that they have discussed this refusal with their swimmer, advised the swimmer to avoid photographs taken by anyone. PAWW operates in an open environment, so the parent and swimmer must be equally aware of the refusal because memories of other swimmers can be lost due to the lack of consent, and this may cause unnecessary irritation or alienation among peers.

TEAM PHOTOGRAPHERS

PAWW relies on team photographers, parent volunteers, coaches, and PAWW athletes who may photograph or record swimmers at team events. These photographers are the only photographers allowed on deck during meets. Please do not enter the pool deck area and take photographs without appropriate credentialing. Volunteers on the pool deck must not use their cameras or other recording devices from any area to the side or behind the starting end of the pool. PAWW attends and hosts many meets. There is no feasible manner by which PAWW can prevent photography. Additionally, the Club wishes to foster an opportunity for parents, friends, coaches, and volunteers to enjoy the program and responsibly engage in preserving these memories.

COACHES AND OFFICIALS AS PHOTOGRAPHERS

Coaches and officials will engage in periodic recording that will include swimmers. Coaches may use video (dry and underwater, and from any location in or around the pools) during instruction to assist in swim instruction during practices or at any meet. Officials may use recording devices during training, though this occurs much less often. Recordings in this instructional category will not be shared outside of PAWW or, for officials, Illinois Swimming, Inc.

RULES CONCERNING ALL PHOTOGRAPHS

All photographs must observe accepted standards of decency in particular:

- Action shots should be a celebration of the sporting activity and not a sexualized image in a sporting context.
- Action shots should not be taken or retained where the photograph reveals a torn or displaced swimsuit.
- Photographs should not be taken from behind swimming blocks or at the start end for 25 SCY or 50 LCM events (referred to as “blocks” as well).
- Photographs at the start of a race should only be taken from beyond the flags towards the blocks.
- Photographs should not exhibit a child climbing into or out of the swimming pool.
- Photographs should not be taken in locker-rooms or bathrooms.
- No flash photography is permitted at practice or meets unless with the consent of the head coach when there is no competition.
- Spectators taking photographs or videos may not interfere with the view of this team event by other spectators, nor may they take additional space in seats that have been purchased. In addition, all photographs and videos taken by spectators at the event are for personal use only. The use of photographs or videos for commercial or scouting purposes is strictly prohibited. PAWW reserves the right to remove offenders from the facility and invoke additional penalties.
- Anyone engaged in photography will respect, without appeal, the direction of coaches, officials and deck marshals who shall have the authority to enforce these rules. ***Immediate removal at the discretion of the Meet Referee during competition or at the discretion of the head coach shall not be appealable, but a review will be undertaken of the circumstances during the next available Board meeting.***

These rules should be periodically printed in all meet programs and periodically announced at meets. PAWW will implement this policy at team events and activities. However, it cannot control the behavior of other teams’ members and swimmers at events not sponsored by PAWW or at events run by others at the request of PAWW.

Every member, parent, coach, volunteer, officer, and parent for swimmers under 18 acting for their swimmer(s) waives and relinquishes PAWW from the conduct of any team member, parent, coach, volunteer, officer, and swimmer in violation of this policy, provided that this waiver and release does not apply to parents who have refused consent.

LOCKER ROOM MONITORING AGREEMENT

PURPOSE

The following guidelines are designed to maintain personal privacy and reduce the risk of misconduct in locker rooms and changing areas.

FACILITIES

The following is a description of our practice and competition facilities to allow athletes and their families to plan their use:

We practice at: Central Park Pool, Peoria, IL, and Pekin High School, Pekin, IL.

These locations offer locker rooms, changing facilities, and showers shared with other athletes.

MONITORING

General Policy Considerations

- Coaches and staff make every effort to recognize when an athlete goes to the locker room or changing area during practice and competition and, if they do not return in a timely fashion, we will check on the athlete's whereabouts.
- We discourage parents from entering locker rooms and changing areas unless it is necessary. In those instances, it should only be a same-sex parent. If this is necessary, parents should let the coach or administrator know about this in advance.
- If an athlete needs assistance with his or her uniform or gear (for example, a child under the age of eight), or an athlete's disability warrants assistance, then we ask that parents let the coach, or an administrator know beforehand that he or she will be helping the athlete.
- PAWW has staggered practices, with diverse groups arriving and departing throughout the day. It is therefore not practical to constantly monitor locker rooms and changing areas over this extended course of time. While we do not post [staff, coach, parent, other adult] inside or at the doors of the locker rooms and changing areas, we do make occasional sweeps of these areas. [Staff, coach, parent, other adult] conduct these sweeps, with women checking on female locker rooms, and men checking on male locker rooms.

USE OF CELL PHONES AND OTHER MOBILE RECORDING DEVICES

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras increase the risk for different forms of misconduct in locker rooms and changing areas. The USA Swimming Athlete Protection Policies prohibit the use of such devices in the locker room or other changing area:

305.3 *Use of audio or visual recording devices, including a cell phone camera, is not allowed in changing areas, rest rooms or locker rooms.*

TEAM TRAVEL AGREEMENT

PURPOSE

During travel, athletes are often away from their families and support networks, and the setting – new changing areas, locker rooms, workout facilities, automobiles, and hotel rooms – is less structured and less familiar. The purpose of a Team Travel Policy is to establish standards of behavior and manage expectations of the club and its members, thereby providing a sense of structure and familiarity while in an otherwise less familiar setting.

Team Travel is overnight travel to a swim meet or other team activity planned and supervised by the club or LSC.

SECTION 1 - USA SWIMMING REQUIRED POLICIES

Club and LSC travel policies must include these policies. These items are Code of Conduct stipulations in the USA Swimming Rulebook.

- Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that athlete). (Article 305.5.A)
- Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (Article 305.5.B)
- When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. (Article 305.5C)
- Club travel policies must be signed and agreed to by all athletes, parents, coaches, and other adults traveling with the club. (Article 305.5.D)

SECTION 2 - RECOMMENDED POLICIES

- During team travel, when conducting room checks and attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
- Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete unless prior parental permission is obtained.
- During overnight team travel, if athletes' room with other athletes they shall be of the same gender and should be a similar age. Where athletes are aged 13 & over, chaperones and/or team managers should stay in nearby rooms. When athletes are aged 12 & under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by the athlete's parents (or legal guardian).
- When only one athlete and one coach travel to a competition, the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
- To ensure the propriety of the athletes and to protect the staff, there should be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms (unless the other athlete is a sibling or spouse of that athlete).
- A copy of the Club Code of Conduct must be signed by the athlete and his/her parents or legal guardian.
- Team or LSC officials should obtain a signed liability release and/or indemnification form for each athlete. h. Team or LSC officials should carry a signed medical consent or authorization to treat form for each athlete.
- Curfews shall be established by the team or LSC staff each day of the trip.
- Team members and staff traveling with the team will attend all team functions, including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or his/her designee.
- The directions and decisions of coaches/chaperones are final.
- Swimmers are expected to always remain with the team during the trip. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission of the coach or chaperone.
- When visiting public places such as shopping malls, movie theatres, etc., swimmers will stay in groups of no less than three people. 12 & under athletes will be accompanied by a chaperone.

- The head coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate club or LSC leadership and the parent or legal guardian of any affected minor athlete.

SECTION 3 - OTHER POLICIES TO CONSIDER

The following, organized by topic, is a bullet-point list of additional travel policies to consider. Teams and LSCs may want to utilize some of these policies based on their individual preferences and needs.

- **SAFETY**
 - Additional guidelines to be established as needed by the coaches.
 - Supervised team room provided for relaxation and recreation.
 - Respect the privacy of each other; and 30 d. Only use hotel rooms with interior entrances.
- **BEHAVIOR**
 - Be quiet and respect the rights of teammates and others in the hotel.
 - Be prompt and on time.
 - Develop cell phone usage guidelines.
 - Develop computer use guidelines including social media.
 - Respect travel vehicles.
 - Establish travel dress code.
 - Use appropriate behavior in public facilities.
 - Establish two different curfews – in your own rooms and lights out.
 - Must stay in assigned hotel room; and
 - The needs and wellbeing of the team come first.
- **FINANCIAL**
 - No room service without permission.
 - Swimmers are responsible for all incidental charges.
 - Swimmers are responsible for any damage or theft at a hotel.
 - Must participate in contracted group meals; and
 - Communicate travel reimbursement information and policies.
- **GENERAL**
 - Establish fair trip eligibility requirements.
 - Establish age guidelines for travel trips.
 - Parent(s) responsible for getting swimmer(s) to stated departure point; and
 - Requirements for families to attend "Team Travel Meets."

SECTION 4 - CODE OF CONDUCT / HONOR CODE

LSCs and clubs are encouraged to create a Code of Conduct or Honor Code as a companion document to the team travel policies.

- **RECOMMENDED**
 - All team members, team staff and parents of minors are apprised in writing of this Code of Conduct and the attached USA Swimming Code of Conduct. A signature on this document constitutes unconditional agreement to comply with the stipulations of both documents.
 - Team members will always show proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors, and the public.

- Team members and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives.
- The possession or use of alcohol or tobacco products by any athlete is prohibited.
- The possession, use, sale, or distribution of any controlled or illegal substance or any form of weapon is forbidden. f. No “deck changes” are permitted. Athletes are expected to use the available change facilities.
- Team members are reminded that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves and the (NAME OF CLUB). Athlete behavior must positively reflect the high standards of the club (or LSC).
- **FOR CONSIDERATION**
 - Failure to comply with the Honor Code as set forth in this document may result in disciplinary action. Such discipline may include, but may not be limited to:
 - Dismissal from the trip and immediate return home at the athlete’s expense.
 - Disqualification from one or more events, or all events of competition.
 - Disqualification from future team travel meets.
 - Financial penalties.
 - Dismissal from the team; and/or
 - Proceedings for a LSC or USA Swimming National Board of Review.
 - Swimmers are to refrain from inappropriate physical contact at team activities and events.
 - Swimmers are to refrain from the use of inappropriate language.

ATTENDANCE POLICY

The following guidelines are to inform parents and swimmers of the coaches’ policies regarding attendance. This policy is designed to provide the best possible practice environment for all.

As a general rule, the least possible interruption in the training schedule will produce the greatest amount of success. The club does, however, encourage younger swimmers to participate in other activities in addition to swimming.

The coaches’ expectations to attend practice increase as swimmers move to higher groups or achieve state- level/championship status.

Attendance minimum requirements are as follows:

High Performance - 75% practices

Black 2 - 60% practices

Black 1 - 50% practices

Blue/Yellow/White - As these groups have younger members who may be participating in other activities, there is no mandatory requirement for practice attendance. We want you to come when you can.

With HP, Black 1, and Black 2 - while these expectations are required, exceptions or excused absences are granted for High School Swim participation, sicknesses, and vacations. The coach may at his/her discretion grant excused absences under other special circumstances not listed above.

Failure to meet these attendance requirements may limit the swimmer's eligibility to participate on the team at higher level meets and/or result in the swimmer's placement to another ability group with less stringent participation requirements.

Thank you for choosing PAWW as your year-round age group swim team. We look forward to a great season!!

GO PAWW!!!!